

Please complete the information below for each employee of your firm who you want to have access to our on-line project information. Please type or print legibly.

<u>Persons Name</u>	<u>Title</u>	<u>User ID</u>	<u>Password</u>	<u>E-Mail Address</u>
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____

The password must be more than 4 characters in length. It may be any combination of letters and/or numbers. Please note that all letters used in the User ID and Password will be lower case and there will be no blank spaces. (Use Additional Sheet If Needed).

*** The Administrator will be responsible for updating company personnel as needed. Only the Exchange can administer passwords.**

Firm Name _____ **Phone/Fax** _____ / _____

Address _____ **Your Name(Administrator*)** _____

City/State/Zip _____ **Date** _____

Please list your web-site address if you have one. _____

Please list your company's e-mail address. _____

Please fax this form to Builders Exchange of Kentucky, in Lexington 859-288-0095 OR in Louisville 502-459-9803. We will notify you when the user id and passwords have been established.